

**CONFIDENTIAL**

**15 OCT 1984**

**MEMORANDUM FOR: Director of Data Processing**

**VIA: Deputy Director for Administration**

**FROM:** [redacted]  
**Executive Secretary, Honor and Merit Awards Board**

**SUBJECT: Certificate of Distinction -** [redacted]

1. The Deputy Director for Administration has approved award of the Certificate of Distinction to [redacted] in recognition of her exceptional achievements for the Agency. Please inform her of the award, of the security provisions governing it as set forth in the attached memorandum from the Security Advisor, Honor and Merit Awards Board, and advise her that the Protocol Branch, Office of Personnel, will contact her to arrange presentation of the award.

2. We are committed to present awards as soon as possible after their approval. When you have contacted the awardee, please ask a member of your staff to mail the attached "Return Copy" of this memorandum to the Protocol Branch, indicating the date of your notification and a telephone number on which the awardee can be reached.

**Attachments**

**ESD/PE** [redacted] **(50Oct84)**

**Distribution:**

- 0 - Addressee
- 1 - Addressee (for return to Protocol Branch)
- 1 - OPF w/Form 600 and narrative
- 1 - ExecSec/HMAB
- 1 - DDA

**UNCLASSIFIED when separated  
from CONFIDENTIAL attachment**

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C O N F I D E N T I A L

10 September 1984

25X1 TO: [REDACTED]  
VIA: Recorder  
Honor and Merit Awards Board  
SUBJECT: Security Reminders

Congratulations from the Office of Security.

As you are a recipient of an Agency award, the following security reminders are provided for your assistance:

25X1 ° It is left to your judgment as to who outside  
25X1 the Agency may be told of your award. Close friends  
and immediate family are suggested [REDACTED]  
[REDACTED].

° Specific details underlying the granting of the award shall not be released outside the Agency. This, of course, is to protect Agency sources, methods and activities. Also, information about the award shall not be released directly to the public information media.

25X1 You are cordially invited to address all inquiries of a  
25X1 security nature concerning your award to the Board or you may  
wish to contact the undersigned directly on extension [REDACTED].

FOR THE DIRECTOR OF SECURITY: [REDACTED]

Security Advisor  
Honor and Merit Awards Board

Original - Addressee  
1 - Exec Sec HMAB  
1 - ODP  
1 - Subject's File

25X1  
C O N F I D E N T I A L